

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Chemical Dependency Counselor Trainee	
Policy Number: PRP 06	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To ensure an employee is eligible to work in a training capacity and is receiving proper supervision during training assignment.

POLICY: Training assignments may be offered to potential Chemical Dependency Counselors, providing they meet the Department of Commerce educational requirement to begin working towards their 1000 clinical hours for licensure.

PROCEDURE:

I. A verification letter of certification eligibility must be received from the Department of Labor, Professional and Occupational Licensing Division, before beginning a training assignment.

II. Trainee must have the following educational qualifications:

- A. A baccalaureate degree in drug and alcohol studies, psychology, social work counseling or a related field.
- B. An associate of applied science or associate of arts degree in alcohol and drug studies, chemical dependency or substance abuse. or counseling courses.

III. The eligible counselor must maintain weekly time sheets documenting experience in the eight

skill areas. The approved supervisor must sign the weekly time sheets and a copy submitted for the personnel file and to the department of commerce.

- A. A summary sheet **must be** attached to the weekly time sheets verifying the required minimum hours have been earned in each of the core areas.

B. The eligible counselors working full time earning the required 1,000 hours work experience will have eighteen months after completion of the 1000 hours to become certified (complete written and oral case presentation examinations).

IV. Eligible counselors will be provided the minimum number of hours of experience and supervision in each of the skill groups required for certification:

- A. Clinical Evaluations

Approved By: David J. Peshek, Administrator 01/01/02
Date